

Military Protocol

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CMC Protocol



Protocol Overview

- Flag Etiquette
- Honors and Ceremonies
- Official Invitations
- Attire Guidance
- Gifts
- Receiving Lines

Flag Etiquette

1. The flag should not be used for decoration. Red, white, and blue bunting can be used for this purpose.
2. No writing, symbols, insignia or other mark should appear on the American flag.
3. No part of the flag should ever touch the ground.
4. When a flag is unserviceable, it should be burned in a dignified manner.
5. Always display the flag so the Union Jack is in the upper left hand corner.
6. The American flag should occupy the place of honor (its own right) when placed with other flags.
7. The American flag should not be embroidered, printed, or otherwise impressed on such articles as napkins, boxes, or anything intended to be discarded after temporary use.

U.S. flag etiquette

Proper display and care of the American flag honors the nation and the men and women who sacrificed to preserve it.

How to display the flag outdoors

- The flag should be displayed with the field of stars at the top of the flag staff or pole.
- Never display another flag (state, organization or corporate) above or to the right of the American flag.
- When displayed with the flags of other nations, never display the U.S. flag at a lower height than the other flags.
- When displaying the flag above a street, the field of stars should be at the top of the flag and face north or east.

How to display the flag indoors

- The flag should be displayed in a place of honor, to the right side of the stage. Other flags should be on the left side of the stage.
- When displayed flat against a wall, the field of stars should be in the upper left corner of the flag, whether the flag is displayed vertically or horizontally.
- The American flag should be displayed in the center and at the highest point when grouped with state or organization flags.



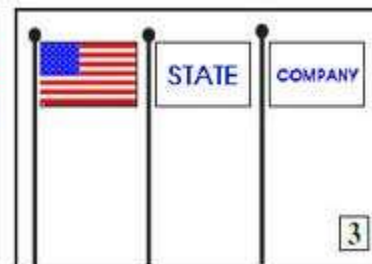
Do not do this to a flag

- The flag should never be used as an advertisement or as clothing, bedding or draperies.
- Never hang the flag upside down, except as a distress signal.
- Don't display tattered, faded or worn flags. They should be destroyed with dignity.



Caring for the flag

- Take the flag in at dusk or during inclement weather.
- The flag should never be thrown into the trash, but burned in a proper ceremony. Contact the American Legion or Boy Scouts.
- Clean and mend the flag, as needed.



Flag Etiquette



A Flag Should Never Become....



National Anthem

- Hand over heart when outdoors
- Not necessary indoors, although not inappropriate to put hand over heart



Honors and Ceremonies

The National Anthem

- * Stand and salute (face flag)

Service Songs

- * Stand (military at attention)

Taps

- * Stand and salute (face music)

Personal Honors:

- * Ruffles and Flourishes



Honors and Ceremonies

- Parade: Ceremony at which the commanding officer of a battalion or larger unit forms and drills the entire command and then marches them in review
- Review: A command or several commands parade for inspection by, and in honor of, a senior officer, or in honor of a visitor or a civilian dignitary
- Presentation of decorations: Presentation of commissions, enlisted warrants, commendations, etc.
- Marching on/off the Colors: When Colors are to take part in a ceremony, they are ceremonially received and escorted from their place of safekeeping, and are similarly returned
- Morning and Evening Colors

Honors and Ceremonies

- “To the Colors” (Morning Colors)/ “Retreat” (Evening Colors)

- Stand and face flag with hand over heart.
- If driving, stop vehicle and remain seated.

- The National Anthem

- Stand and face flag with hand over heart.

- Service Songs: stand

- Taps

- Stand and face the music with hand over heart.



Change of Command Invitation



Who —————→ *The Commanding Officer, II MEF Headquarters Group*

What —————→ *requests the honor of your presence*
at the Change of Command Ceremony at which
Lieutenant Colonel Melvin G. Carter, United States Marine Corps

Why —————→ *will relinquish his post as*
Commanding Officer of 2d Radio Battalion to
Lieutenant Colonel Matthew G. Rau, United States Marine Corps
on Thursday, the 24th of June
two thousand ten
at 5 o'clock in the evening
at Soiffert Field, Camp Lejeune

When & Where —————→ *Reception to immediately follow at the Paradise Point Officers Club*
In case of inclement weather the ceremony will occur at
the French Creek Gym

How —————→ *RSVP by 9 June 2010*
910-451-4943 or to: micah.rodriguez@usmc.mil

Uniform: Desert MarPat
Civilian: Informal

Appropriate Civilian Attire

Attire Comment: Business Suit

Time of Event: Evening



Appropriate Civilian Attire

Attire Comment: Business Suit

Time of Event: Daytime



Appropriate Civilian Attire

Attire Comment: Business Casual / Sport Coat / Open Collar



Appropriate Civilian Attire

Attire Comment: Civilian Casual / Open Collar no Jacket



What Not to Wear



Appropriate Civilian Attire

- Dress conservatively and classy, but age appropriate.
- Wear clothes that fit (not too baggy, not too tight).
- No tank tops or tube tops.
- If your trousers have belt loops, wear a belt.
- If your shirt is meant to be tucked in, tuck it in.
- Don't wear clothes that are torn, stained, wrinkled, dirty, have frayed edges, or still have the tags on them.
- Jeans are fine in some situations, but not at your boss' house.

Attire Guidance

Attire Comment	When Worn	Civilian Male	Civilian Female	USMC
<ul style="list-style-type: none"> •Mess Dress •White Tie •Black Tie •Formal •Tuxedo •Smoking 	Formal evening functions	<ul style="list-style-type: none"> •Black tuxedo (with white or black bow tie, as noted on invitation.) •Black dinner jacket (with a handkerchief in the upper pocket). A white dinner jacket is acceptable during the summer months. 	<ul style="list-style-type: none"> •Long or short evening dress. Long dresses/skirts are normally worn when the event begins after 6:00pm. •Cocktail Dress •Evening trousers with dressy top 	<ul style="list-style-type: none"> •Formal or Dinner Dress uniform •Evening Dress "A" (white tie) •Evening Dress "B" (black tie) •Dress Blue "A" (less formal, sometimes worn for ceremonies) •Dress Blue "B" (even less formal)
<ul style="list-style-type: none"> •Semi-Formal 	Less formal occasions requiring more formality than business attire	<ul style="list-style-type: none"> •Dark business suit 	<ul style="list-style-type: none"> •Dressy street-length dress •Pant suit •Cocktail dress 	<ul style="list-style-type: none"> •Ceremonial uniform •Dress Blue "A" or "B"
<ul style="list-style-type: none"> •Informal •Business Suit 	Ceremonial or business occasions	<ul style="list-style-type: none"> •Business suit (jacket and trousers match) •Sport coat and tie (jacket and trousers do not match; can be worn before 6:00pm) 	<ul style="list-style-type: none"> •Evening: long dress with heels and jewelry •Day: suit, pants suit, business apparel (blouse with slacks or knee-length skirt) 	<ul style="list-style-type: none"> •Ceremonial uniform •Dress Blue "A" or "B" (for more formal occasions and many ceremonies) •Service "A" (business suit equivalent)
<ul style="list-style-type: none"> •Casual •Business Casual 	Casual business and informal social occasions (as appropriate to local customs)	<ul style="list-style-type: none"> •Sport coat, open collar, no tie •Slacks and dress shirt, open collar 	<ul style="list-style-type: none"> •Simple skirt or dress •Slacks with jacket •Low heeled or flat shoes 	<ul style="list-style-type: none"> •Service uniform •Service "B" or "C" depending on time of year
<ul style="list-style-type: none"> •Duty Uniform •Uniform of the Day •Daily Attire •Long-sleeve shirt w/tie •Short-sleeve shirt, no tie 	Everyday events	<ul style="list-style-type: none"> •Daily work attire •Business suit •Coat & Tie •Slacks and open collar shirt 	<ul style="list-style-type: none"> •Daily work attire •Casual dress •Pants suit •Slacks •Long or short skirt with blouse •Low heeled shoes 	<ul style="list-style-type: none"> •Working uniform •Service "B" or "C" depending on time of year or •Cammies (officially called Marine Corps Combat Utility Uniform)
<ul style="list-style-type: none"> •Casual, Comfortable •Casual, Sporty •Casual, Golf Attire 	Very informal occasions such as picnics or barbeques	<ul style="list-style-type: none"> •Cotton slacks or shorts with open collar golf (polo) shirt •Sneakers or topsiders 	<ul style="list-style-type: none"> •Cotton slacks, capri pants, or knee-length shorts with knit top •Sneakers, sandals or flats 	<ul style="list-style-type: none"> •Working uniform •Service "B" or "C" depending on time of year or •Cammies (officially called Marine Corps Combat Utility Uniform)

Receiving Lines at Official Functions

- Receiving lines are a tool used by hosts so that they can greet each of their guests and avoid leaving anyone out.
- They are usually held at the beginning of an event as guests are arriving (except Change of Command).
- Proper receiving line etiquette:

- No drinks or food in your hands
- Do not ask for autographs or photos
- Keep introductions brief; longer conversations can be held later while mingling

